



CITY OF HOUSTON

Job Posting

Applications accepted from:

ALL PERSONS INTERESTED

Job Classification

Senior Procurement Specialist

Posting Number

PN# 103185

Department

Houston Airport System

Division

Technical Services

Section

Specification

Reporting Location

4500 Will Clayton Parkway *

Workdays & Hours

Varied, normally M-F *

**Subject to change*

DESCRIPTION OF DUTIES/ ESSENTIAL FUNCTIONS

Coordinates various procurement activities. Develops specifications for a wide range of equipment, high technology goods and services, and maintenance service contracts in accordance with procurement requirements. Conducts bid reviews, represents the Houston Airport System through the bid process, and produces bid award recommendations in accordance with purchasing mandates. Prepares bid documents and handles complex procurement packages. Maintains files on bid packages. Handles testing and acceptance, and conducts final inspection of equipment to ensure compliance with specifications. Assists with maintaining computerized specifications. Heavy interaction with aviation and city employees, vendors, and service representatives.

WORKING CONDITIONS

Performing these duties will involve standing; walking and sitting for extended periods of time. Observing and differentiating colors and details; reasoning and analyzing abstract information; solving arithmetic and numerical problems; speaking and writing effectively; using computer and other office equipment; work is substantially complex and varied and requires the interpretation of detailed technical, financial and regulatory data. Analytic ability is needed to gather and interpret data where answers can be found only after careful analyses of specialized information; working as a member of a team and operating a city vehicle and able to lift up to twenty (20) pounds. Must be willing and available to work all shifts, including rotations, weekends and holidays. **Must be able to obtain and maintain security clearances.**

MINIMUM EDUCATIONAL REQUIREMENTS

Bachelor's degree in Engineering, Mechanical Engineering, Business Administration, or a closely related field.

MINIMUM EXPERIENCE REQUIREMENTS

Six (6) years of progressively responsible professional experience in purchasing technical materials, equipment and/or services or performing cost benefit and/or specification analyses are required. Directly related professional experience may be substituted for the above education requirements on a year-for-year basis.

MINIMUM LICENSE REQUIREMENTS

Valid Class C Texas driver's license and compliance with city's policy on driving (AP 2-2).

PREFERENCES

Preference will be given to applicants with experience in developing and producing technical specifications for capital equipment, high technology items, and/or maintenance service contracts. Computer skills using Microsoft Office. Ability to communicate effectively, both orally and in writing, and to maintain cooperative working relationships with management and outside vendors and agencies.

SELECTION/SKILLS TEST REQUIRED

Application review and/or interview.

SAFETY IMPACT POSITION

☒ Yes

☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

SALARY INFORMATION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

Salary Range - Pay Grade 27

\$2,008 - \$2,337.00 Biweekly

\$52,208.00 - \$60,762.00 Annually

OPENING DATE

FEBRUARY 23, 2005

CLOSING DATE

OPEN UNTIL FILLED

APPLICATION PROCEDURES

Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1st Floor. The City of Houston, Human Resources TDD phone number is 713/837-9496. Successful candidates will be notified of their application status. **All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

"If you need special services or accommodation, please call 281/233-1515." The Houston Airport System Human Resources TDD phone number is 281/233-1862.

An equal opportunity employer